	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	4/Human Resources
	Section No./Name	4-13/Hiring Rate for Extraordinary or Superior Qualifications or Credentials
	Document No./Name	4-13/Hiring Rate for Extraordinary or Superior Qualifications or Credentials
	Effective Date	1/28/2014

I. STATEMENT OF POLICY

It is the policy of the ***Department of Children and Family Services**** to provide uniform guidelines and criteria regarding [Civil Service Rule 6.5\(g\)](#) that offers a means to hire persons with extraordinary or superior qualifications and/or credentials above and beyond the Civil Service published minimum qualifications/credentials at a salary above minimum hiring rate, but not to exceed the third quartile of the pay range for the affected job. Based on the uniqueness of the duties of the position, use of this rule shall only occur when an applicant can contribute to the department because of his/her extraordinary or superior experience and/or education.

This policy applies to new employees at the time of hiring ***in probational or job appointment status**** or anytime within one year of the hire date in all ***Divisions of the Department of Children and Family Services; only when the higher rate is necessary to finalize the job offer for such extraordinary candidate.**** If extraordinary pay begins after the hiring date, the pay change must be prospective. In addition, this policy may apply to current employees in accordance with Section VI, only when triggered by the implementation of a special hire rate for a new hire.

Questions regarding this policy should be directed to the Human Resources Section.*

II. PROCEDURES


A. Responsibilities

Appointing authorities shall be responsible for ***ensuring that there are available funds prior to**** approving requests for hiring rates above minimum in accordance with the provisions of this policy. Any violation of this policy shall be brought to the attention of the Secretary or the Undersecretary.

B. Restrictions

***This rule shall not be applied in the following situation:**


1. When filling a trainee-level or entry-level position when the superior experience or education allows the applicant to be hired at a higher level in the career progression group, or
2. In a highly competitive situation where suitable and extraordinary qualified applicants are available without the use of this rule, or

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3. In a lateral move of a permanent classified employee within a Department or from one Department to another, or
4. Upon promotion of a permanent classified employee within the same Department or from one Department to another, or
5. If an employee with permanent status resigns and is then rehired into either the same position or into the same job title or a lower level job in his career progression group at the same agency, the employee shall not be eligible for an increase under this rule unless there has been a break in State service of at least sixty (60) days. **

C. Requirements

1. Extraordinary or superior qualifications/credentials shall be verified and documented as **job related** (directly related to the duties of the position), and determined by previous work experience and/or level of education which is above and beyond the Civil Service minimum qualification requirements of an affected job.
2. Previous work experience shall be verified verbally or in writing by the previous employer(s). A notarized statement of employment or copies of federal or state income tax forms will substantiate verification if previous work experience cannot be verified verbally or in writing.
3. The level of education shall be verified by transcripts from the university or schools attended.
4. Job descriptions and job specifications shall be reviewed to ensure that the job relatedness is applicable and properly documented.
5. Documentation shall be maintained by ***the State Office Human Resources Section.****
6. Prior to implementing a rate of pay above minimum for a new hire, ***the Appointing Authority**** shall determine if current probational or permanent employees possess the same or equivalent experience and/or education and occupy positions in the same job title with the same assigned duties that necessitates the unique experience or education. With required documentation ***and adequate funding,**** appointing authorities **may** adjust the salaries of those persons, up to but not exceeding the amount of the percent difference between

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the special hire rate and the regular hire rate, in accordance with [Civil Service Rule 6.5\(g\)](#).

The effective date of such adjustment shall be the same date that the extraordinary pay was applied to the newly hired employee. Adjustments are granted at the discretion of the appointing authority, and a reason(s) for denying such adjustment shall be documented and kept on file.

7. *Prior to committing a salary/job offer to an applicant, the hiring manager must provide the request ([HR - 2 form DCFS Recommendation for Personnel Action](#)) along with ([HR - 3 form DCFS Pay Upon Hire Worksheet](#)) all required documentation first to the Appointing Authority and then to the Human Resources Section for final review and approval.**

D. Guidelines for Implementing Rates

Pay implemented at a higher rate than minimum shall be determined by utilizing **one** or a combination of the following pay scales for previous work experience and/or level of education:

1. Pay Scale – Previous Work Experience


3 – 5 years experience	up to 1 st quartile
6 – 10 years experience	up to midpoint
11 or more years experience	up to 3 rd quartile of pay range

Criteria

- Years of experience must be gained in the same career field (directly related to the duties of the position) as the job for which the person is being hired.
- Years of experience must be **above** the **minimum** Civil Service experience requirements of the affected job.

2. Pay Scale – Level of Education

Trade School	up to 4% above minimum
Associate Degree/Business College	up to 8% above minimum
Bachelor's Degree	up to 1 st quartile
Master's Degree	up to midpoint
Ph.D.	up to 3 rd quartile of pay range

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Criteria

- Level of education must relate directly to the job to which the person is being hired (i.e. Computer Science Degree for Information Technology jobs).
- The level of education earned must be **above** the **minimum** Civil Service education level requirement of the affected job.

E. Combination of Previous Work Experience and Level of Education

In order to hire a desired candidate, the appointing authority may, if necessary, use a combination of ***1 and 2**** above and total the percentages, provided the salary amount does not exceed the 3rd quartile of the pay range. The method used to determine the salary amount must be documented.

F. Exception

With supporting documentation, an appointing authority may request an exception from this policy by submitting a written request for exception with specific and compelling justification for approval by the Secretary/Undersecretary/Deputy Secretary of their respective Division. The written request shall be submitted to the Human Resources Director for recommendation and presentation to the Secretary/Undersecretary/Deputy Secretary for Operations/Deputy Secretary for Programs.*

III. FORMS AND INSTRUCTIONS

[HR - 2 form DCFS Recommendation for Personnel Action](#)

[HR - 3 form DCFS Pay Upon Hire Worksheet](#)

IV. REFERENCES

[Civil Service Rule 6.5\(g\)](#)